

# South Carolina Chafee Program

## NYTD Services Booklet



### Contact Us

**SCDSS/ John H. Chafee Foster Care Program for Successful  
Transition to Adulthood**

P. O. Box 1520  
Columbia, SC 29202-1520  
[IndependentLiving@DSS.SC.Gov](mailto:IndependentLiving@DSS.SC.Gov)

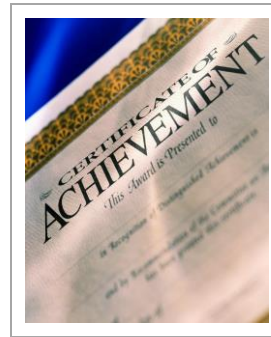


DSS Booklet 30255 (SEP 18)  
Edition of JAN 15 is obsolete.



# Introduction

## NYTD Services



The National Youth in Transition Database (NYTD) requires that all successful transition to adulthood services be assigned to specific categories and reported back to the Administration for Children Youth and Families (ACYF).

The ACYF has designated 14 categories. In this booklet, examples of services are provided for each category.

The purpose of this booklet is to help caseworkers identify which NYTD category to choose when documenting NYTD reportable services in CAPSS.

If a case manager is unsure of which category to choose, he or she should consult with their supervisor or contact their Regional Chafee Program Coordinator.

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**Employment Program or Vocational Training**

☐ Employment Programs      ☐ Vocational Training  
☐ On the Job Training      ☐ Certification Courses  
☐ Other: \_\_\_\_\_

Service Provided By: \_\_\_\_\_

**Budget and Financial Management**

☐ Learning to Live Within a Budget  
☐ Assistance in Opening and Using a Checking and Savings Account  
☐ Accessing Information about Completing Tax Forms  
☐ Developing Consumer Awareness and Smart Shopping Skills  
☐ Teaching Youth about Establishing and Protecting Their Credit  
☐ Other: \_\_\_\_\_

Service Provided By: \_\_\_\_\_

**Family Support and Healthy Marriage Education**

☐ Helping Youth Make Positive Connections  
☐ Family Independence Workshops  
☐ Foster Parents Providing Instruction and Modeling Appropriate Family Relationships  
☐ Information on Healthy Marriages, Spousal Communication, Parenting, Responsible Parenthood, Childcare Skills, Teen Parenting, Domestic and Family Violence Prevention  
☐ Other: \_\_\_\_\_

Service Provided By: \_\_\_\_\_

**Housing Education and Home Management Training**

☐ Managing Security Deposits  
☐ Managing Utilities  
☐ Assistance and Training in Locating and Maintaining Housing  
☐ Assistance in Completing a Rental Application and Acquiring a Lease  
☐ Assistance in Understanding Tenant's Rights and Responsibilities and How to Address Issues with a Landlord  
☐ Home Management Training Includes Instruction in Food Prep, Laundry, Housekeeping, Living Cooperatively with Others, Meal Planning, Grocery Shopping, and Basic Maintenance and Repairs  
☐ Other: \_\_\_\_\_

Service Provided By: \_\_\_\_\_

**Health Education and Risk Prevention**  
These Services May Include Providing Information About

|  |  |
|--|--|
| <input type="checkbox"/> Hygiene                             | <input type="checkbox"/> Nutrition, Fitness and Exercise             |
| <input type="checkbox"/> First Aid                           | <input type="checkbox"/> Prenatal Care                               |
| <input type="checkbox"/> Health Care Resources and Insurance | <input type="checkbox"/> Maintaining Personal Medical Records        |
| <input type="checkbox"/> Sexual Development and Sexuality    | <input type="checkbox"/> Pregnancy Prevention and Family Planning    |
| <input type="checkbox"/> Substance Abuse                     | <input type="checkbox"/> Sex Education                               |
| <input type="checkbox"/> Healthcare Proxy                    | <input type="checkbox"/> Prevention of Sexually Transmitted Diseases |

☐ Other: \_\_\_\_\_

Service Provided By: \_\_\_\_\_

### Mentoring

Only includes a mentor relationship facilitated by the state agency or its staff.

Service Provided By: \_\_\_\_\_

Notes: \_\_\_\_\_

### Supervised Independent Living

Occurs when a youth is living independently under a supervised arrangement that is paid for or provided by the state agency.

Service Provided By: \_\_\_\_\_

Notes: \_\_\_\_\_

### Education Financial Assistance

- |  |   |
|--|---|
| <input type="checkbox"/> Textbooks   | <input type="checkbox"/> Computers      |
| <input type="checkbox"/> Educational Supplies                                      | <input type="checkbox"/> Fees           |
| <input type="checkbox"/> Tuition and Scholarship Assistance                        | <input type="checkbox"/> School Travel  |
| <input type="checkbox"/> GED and Other Educational Tests                           | <input type="checkbox"/> Personal Items |
| <input type="checkbox"/> College Deposits  | <input type="checkbox"/> Child Care     |
| <input type="checkbox"/> Lab Equipment   | <input type="checkbox"/> Commuter Meals |
| <input type="checkbox"/> Adult Education, Non-ETV Vocational and College Courses   |   |
| <input type="checkbox"/> Payment for Educational Preparations and Support Services |   |

☐ Other: \_\_\_\_\_

Service Provided By: \_\_\_\_\_

### Other Financial Assistance

- ☐ Interview and Work Clothing
- ☐ Furniture
- ☐ Senior Expenses (Pictures, Cap & Gown, Graduation Invitations)
- ☐ Esteem Building Activities (Participating in Schools Sports, Music Programs, and ROTC)
- ☐ Transportation Assistance (Commuter Allowances, Car Repairs)
- ☐ Professional Attire for Youth No Longer in Placement Who are In School or Working
- ☐ Dorm Showers, Apartment Showers, and "Pack-a-Sack" Program
- ☐ Stipends Provided for Participation in Youth Groups, GOALL and SCNYTD Youth Voice

☐ Other: \_\_\_\_\_

Service Provided By: \_\_\_\_\_

DSS Case Manager's Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

County/Regional Office: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Note: NYTD Services must be entered into CAPSS under the "Support Services/NYTD" tab monthly as services are provided.

# Documenting Services

## Why document NYTD services in CAPSS?

NYTD **services prepare youth** with successful transition to adulthood skills for life after foster care. These services are reported to the federal government (ACYF). **Financial penalties could be issued if the state is not assisting youth** in acquiring successful transition to adulthood skills for success after foster care.

*Remember, "If you do not document the service, it didn't happen" and "Good case plans lead to better outcomes."*

## Using the "Services Provided" form 30254

The best place to gather data is from the source. Through good questions that lead to thorough assessment, case managers, foster parents and other care providers communicate at least once per month and review the form together to ensure that each and every NYTD service provided to the youth is documented. CAPSS is then updated in compliance with federal regulation to show services provided.

Examples of the 14 NYTD categories are in this booklet.

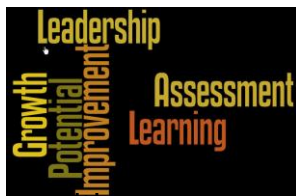
A copy of the form 30254- NYTD Services Provided by the Youth's Placement Provider form is in the back of this booklet.

# Successful Transition to Adulthood Needs Assessment

A successful transition to adulthood needs assessment is a systematic procedure used annually to determine knowledge of basic living skills for all youth ages 14 and up in foster care.

The needs assessment process helps to identify a youth's:

- Strengths
- Goal setting
- Job readiness
- Task completion
- Emotional and social capabilities
- Needs in order to match the youth with appropriate successful transition to adulthood services
- Money management capabilities
- Decision making skills
- Transitional living needs



Casey Life Skills Assessment is often used and is available in English, Spanish, and French with supplements for:

- Education
- Pregnancy
- Parenting Infants
- Youth values
- American Indian
- Parenting
- Homeless
- LGBTQ

## South Carolina Department of Social Services MONTHLY NYTD SERVICES TRACKING FORM

Youth's Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Youth's Placement Provider: \_\_\_\_\_ Date of Services: \_\_\_\_\_  
 Name of Person Completing this Form: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### Independent Living Needs Assessment

☐ Casey Life Skills \_\_\_\_/\_\_\_\_/20\_\_\_\_ ☐ PATTY \_\_\_\_/\_\_\_\_/20\_\_\_\_  
☐ Other: \_\_\_\_\_  
 Service Provided By: \_\_\_\_\_

### Academic Support (Elementary through High School)

☐ Tutoring ☐ School Sponsored Field Trips  
☐ Senior Expenses ☐ Summer School  
☐ Graduate Awards ☐ GED Prep  
☐ Study Skills/Literacy Training ☐ Governor's School Expenses  
☐ Academic Counseling ☐ Application for Adult Education  
☐ Books/Supplies for Specialized Classes ☐ Scholar's Programs Recommended by School  
☐ Other: \_\_\_\_\_  
 Service Provided By: \_\_\_\_\_

### Post-Secondary Educational Support (College or Vocational Training)

☐ Counseling About College ☐ Tutoring  
☐ SAT/ACT Prep Classes ☐ Non ETV College Coursework  
☐ Non ETV Vocational Coursework ☐ College Campus Visits  
☐ Pre College Expenses (Applications) ☐ Assistance in Applications for ETV  
☐ Workshops on Educational Choices ☐ Transport to College Goal Sunday  
☐ Assistance and Information about Financial Aid, Scholarships and Loans  
☐ Other: \_\_\_\_\_  
 Service Provided By: \_\_\_\_\_

### Career Preparation

☐ Assistance in Completing Job Applications ☐ Job Referrals  
☐ Assistance in Resume Writing ☐ Job Shadowing  
☐ Social Skills Training Related to Employment ☐ Career Exploration and Planning  
☐ Identifying Potential Employers ☐ Use of Career Resource Libraries  
☐ Job Readiness Courses  
☐ Assistance with Online, Media, and In Person Job Searches  
☐ Assistance in Understanding Employee Benefits Coverage  
☐ Other: \_\_\_\_\_  
 Service Provided By: \_\_\_\_\_

# Other Financial Assistance

Any payments provided by the State John H. Chafee Foster Care Program for Successful Transition to Adulthood to help youth live independently.

These expenses may include:

- Senior Expenses (senior pictures, rings, yearbooks, cap and gown, and graduation invitations)
- Esteem building activities such as participation in school sports, school music programs, and ROTC
- Transportation assistance such as commuter allowances, car repairs, and assistance with vehicle insurance
- Interview and work clothing
- Professional attire for youth no longer in placement who are in school or working
- Furniture
- Dorm Showers, Apartment showers and “Pack-a-Sack” program (contracted through the South Carolina Foster Parent Association)
- Stipends provided for participation in youth groups, GOALL, and SCNYTD Youth Voice



# Academic Support (Elementary through High School)

Academic Support services are those services designed to help a youth complete high school or obtain a General Equivalency Degree (GED).

\*Academic support **does not** include a youth's general attendance in school.\*



These services may include:

- Tutoring
- School sponsored field trips
- Senior expenses
- Study skills training
- Literacy training
- Governor's School expenses
- Accompany youth to IEP meeting
- Book and Supplies for specialized classes
- Completing application for adult education
- Scholar's programs when recommended by school
- Assistance in accessing educational resources & supports
- Transportation to placement tests, SAT/ACT, etc.
- Information on back to school transition
- Participate in youth's "Pathways to Success" conference at school
- Workshops on the importance of high school education
- Youth groups or GOALL: discussions and activities related to strategies for completing high school
- Successful Transition conferences, workshops and information or materials on accessing academic resources
- Summer School
- Birth certificates
- Graduate awards
- GED preparation
- Study skills training
- Academic counseling
- Homework assistance from an adult



# Post-Secondary Educational Support (College or Vocational Training)

Post-Secondary education support services are designed to help a youth enter and complete post-secondary education.

These services may include:

- Counseling about college
- Tutoring
- SAT/ACT preparation classes
- Non-ETV college coursework
- Non-ETV vocational coursework
- College campus visits
- Transportation and accompanying a youth to College Goal Sunday
- Assistance and information about financial aid (FAFSA), scholarships, and student loans
- Pre-college expenses (applications, SAT/ACT)
- Assistance in completing applications for ETV funding
- Workshops on educational choices
- Assisting youth in completing the SC Foster Care Waiver form for the SC Need-based Tuition Grant
- Youth groups or GOALL: discussions and activities related to recruitment and retention in post-secondary education



Successful Transition conferences, workshops and information or materials on accessing academic resources

# Education Financial Assistance

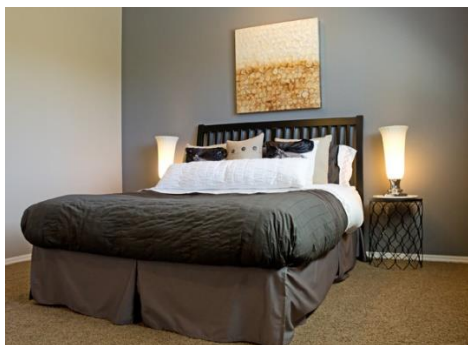
Education financial assistance includes expenses that are paid for or provided by the State John H. Chafee Foster Care Program for Successful Transition to Adulthood for education or training.

These expenses may include:

- Textbooks
- Computers
- Educational supplies
- Tuition assistance and scholarships (including ETV)
- Adult education, non-ETV vocational & college courses
- Payment for educational preparations and support services (tutoring)
- GED and other educational testing
- College deposits
- Fees
- School travel
- Personal items
- Child care lab equipment
- Commuter meals







## Room and Board Financial Assistance

Housing that is paid for or provided by the State John H. Chafee Foster Care Program for Successful Transition to Adulthood for room and board,.

Examples of these services may include:

- Rental assistance
- Rental and utility deposits
- Interim housing for college students
- Emergency housing assistance
- DDSN and DMH room set-up expenses for youth with disabilities



## Career Preparation

Career preparation activities are those that develop a youth's ability to find, apply for, and retain appropriate employment.

These services may include:

- Assistance in completing job applications
- Assistance with online, media, and in-person job searches
- Assistance in resumé writing
- Social skills training related to employment: teaching interviewing skills, job coaching, guidance on how to work with employers/other employees, understanding authority and customer relationships
- Participation in school "Career Pathways" conference
- Career exploration and planning
- Identifying potential employers
- Job shadowing
- Job referrals
- Use of career resource libraries
- Job readiness workshops/courses
- Assistance in securing work permits
- Assistance in understanding employee benefits coverage
- Youth groups and GOALL: discussions and activities related to career preparation
- Successful Transition conferences, workshops and information or materials on career preparation



# Employment Program or Vocational Training

These services are designed to build a youth's skills for a specific trade or vocation through classes or on-site training.

\*This **does not** include summer or after-school jobs secured by the youth alone.\*

These services may include:

- Employment programs (including a youth's participation in an apprenticeship, internship, or summer employment program.)
- Vocational training (including a youth's participation in vocational or trade program such as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment sectors.)
- On the job training
- Certification courses



## Mentoring



Mentoring is a service provided when a youth is matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis for the purpose of building successful transition to adulthood skills. Mentoring can be short term, but it may also support the development of a long-term relationship.

This service category only includes a mentor relationship that has been facilitated, paid for, or provided by the State agency or its staff. This may include contracted WRAP mentoring service.

## Supervised Independent Living

Supervised independent living (SIL) is when a youth is living independently under a supervised arrangement that is paid for or provided by the state agency. A youth in supervised independent living is not supervised 24 hours a day by an adult and often is provided with increased responsibilities while under the supervision of an adult.



# Family Support and Healthy Marriage Education

Family support and healthy marriage education are services to assist youth with safe and stable families.

These services may include:

- Foster parents providing instruction and modeling appropriate family relationships
- Helping youth make positive connections
- Family independence workshops
- Workshops or information on:
  - Healthy marriages
  - Spousal communication
  - Parenting
  - Responsible motherhood/fatherhood
  - Childcare skills
  - Teen parenting
  - Domestic and family violence prevention
- Youth groups and GOALL: discussions and activities related to family support and healthy marriage
- Successful Transition conferences, workshops and information or materials related to family support and healthy marriage



# Budget and Financial Management

Budget and financial management services are those services designed to help youth gain knowledge in order to manage money for their future as they transition into adulthood.

These services may include:

- Learning to live within a budget
- Assistance in opening and using a checking account (including how to balance a checkbook) and savings account (in order to save for rent deposits, car down payments, etc.)
- Accessing information about completing tax forms
- Developing consumer awareness and smart shopping skills
- Accompanying youth on comparative shopping trips
- Teaching youth about establishing and protecting their credit
- Youth groups and GOALL: discussions and activities related to financial education
- Successful Transition conferences, workshops and information or materials related to financial education, Housing and Home Management



# Housing Education and Home Management Training

Housing Education and Home Management training are services used to assist youth with maintaining a safe and secure place to live.

These services may include:

- Assistance or training in locating and maintaining housing
- Assistance in completing a rental application and acquiring a lease
- Managing security deposits and utilities
- Assistance in understanding tenant's rights and responsibilities and how to address issues with a landlord
- Home Management training includes instruction in:
  - Food preparation
  - Laundry
  - Housekeeping
  - Living cooperatively with others
  - Meal planning
  - Grocery shopping
  - Basic maintenance and repairs
- Youth groups and GOALL: discussions and activities related to housing education and home management Successful Transition conferences, workshops and information or materials related to housing education



# Health Education and Risk Prevention

Health education and risk prevention are services that assist youth in maintaining a healthy lifestyle.

\*Health education and risk prevention ***does not*** include the youth's actual receipt of direct medical care or substance abuse treatment.\*

These services may include providing information about:

- Hygiene
- Nutrition, fitness and exercise
- First aid
- Medical and dental care benefits
- Health care resources and insurance
- Prenatal care
- Maintaining personal medical records
- Sex education/abstinence education
- Sexual development and sexuality
- Pregnancy prevention and family planning
- Prevention of sexually transmitted diseases (STD)
- Effects and consequences of substance use (alcohol, drugs, tobacco)
- Healthcare proxy
- Youth groups and GOALL: discussions and activities related to health education and risk prevention
- Successful Transition conferences, workshops and information or materials related to health education and risk prevention

